



# Senate Employment Bulletin

Placement Office

Office of the Sergeant at Arms

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The Senate Employment Bulletin is published weekly as a service to Senate offices choosing to advertise staff vacancies. The listing is updated online each Friday evening at [www.senate.gov/employment](http://www.senate.gov/employment) and printed copies are available every Tuesday in the Placement Office.

To apply for advertised positions, please follow the application instructions at the end of each advertisement. Indicate the job referral number associated with each ad and submit a separate resume for every position for which you wish to apply.

The advertisements appearing in the Senate Employment Bulletin do not include all staff vacancies registered with the Placement Office. To be considered for all vacancies, applicants are encouraged to complete the [Senate Employment Application Form](http://www.senate.gov/employment) accessible at [www.senate.gov/employment](http://www.senate.gov/employment) and participate in the walk-in informational interview in the Placement Office. For more information, please consult the [Placement Brochure](#) on the Web site or contact the Placement Office at (202) 224-9167.

*The United States Senate is an equal opportunity employer.*

- 020501**      **STAFF ASSISTANT** – Western Republican Senator is seeking a reliable, professional individual to fill entry-level position as assistant to the Senator’s Scheduler and the Correspondence Director. Duties include, but are not limited to, providing day-to-day administrative support to the Senator’s Scheduler in a variety of functions and assisting the Correspondence Director in processing all incoming and outgoing constituent mail. Applicants must have ability to multi-task and work in a fast-paced environment. **Please email cover letter, resume and references to [senate\\_employment@saa.senate.gov](mailto:senate_employment@saa.senate.gov) indicating job referral number in the subject line.**
- 012901**      **UNPAID SPRING INTERNSHIP** - Senate Republican Leadership office seeks undergraduate students or recent graduates for January – May 2008 to assist professional staff. Responsibilities include conducting research, assisting with press events, and performing administrative tasks such as answering phones and greeting visitors. Candidates should possess strong writing and research skills. Prior political experience is preferred; Spanish fluency a plus. Full-time and part-time internships are available. **Please email a cover letter, resume, and writing sample no more than 3 pages to [resumes@src.senate.gov](mailto:resumes@src.senate.gov).**
- 012902**      **COUNSEL OR PROFESSIONAL STAFF** - The Majority staff of the Senate Committee on Homeland Security and Governmental Affairs seeks counsel or professional staff with expertise in Department of Homeland Security, especially Border Security Issues. **Please e-mail cover letter and resume to [senate\\_employment@saa.senate.gov](mailto:senate_employment@saa.senate.gov) indicating job referral number in the subject line.**
- 012903**      **LEGISLATIVE ASSISTANT** - Senator Debbie Stabenow seeks highly motivated and energetic individual for open Legislative Assistant position. Issues will include Banking, Housing, Education, Social Security, Telecom, & Transportation. Responsibilities include managing and completing all legislative work in assigned issue areas, preparing materials for meetings, briefings, and hearings, drafting legislation, advising the Senator on substantive and political information related to legislation, representing the Senator at events and in constituent meetings, and working with Chief of Staff and Legislative Director to strategically accomplish the

Senator's goals. Qualified candidates should be knowledgeable in the issue areas assigned, be well-organized, resourceful, and be able to meet deadlines in a fast-paced, changing environment. Prior Hill experience preferred, but not required. **Send resume and cover letter to mary\_topolinski@stabenow.senate.gov or fax to 202-228-0325. No phone calls please.**

**012904**

**DEPUTY SCHEDULER** - Democratic Senator seeking proactive, resourceful, detail-oriented person with strong writing skills to fill Deputy Scheduler position. The DS works closely with the Executive Scheduler as well as legislative, press and State staff members. DS will assist in maintaining the Senator's daily and long-range schedules, including organizing and investigating invitations and requests for the Senator, developing prioritized recommendations with staff input, and following up with timely RSVPs or regrets. DS also assists in collecting, organizing and delivering Senator's daily briefing materials, as well as coordinating Senator's incoming and outgoing phone calls. DS also prepares, edits and tracks Senator's outgoing written correspondence. DS will coordinate and execute special events and projects for the Senator. Ideal candidate will have minimum of one year experience in an administrative or other similar role, preferably on Capitol Hill. Candidate must also have excellent writing skills, discretion and the ability to think and react quickly to challenging situations. Flexible work hours required when Senate is in session. Ability to occasionally drive Senator to local events in DC a plus. Salary is commensurate with experience. **Please send resumes to senatedemds@ gmail.com.**

**012905**

**SYSTEMS ADMINISTRATOR** – Senator Carper seeks a Systems Administrator to oversee operation of computer systems in D.C. and State offices. Major responsibilities include server, workstation and laptop administration, as well as maintenance and troubleshooting for all issues relating to computer systems and other office equipment. Qualified candidates will have knowledge of Microsoft Office, Windows and Office Suite, Intranet Quorum, and Enterprise Forest operations. Applicants will understand priority of responsiveness and flexibility. Salary is commensurate with experience. **Interested parties should e-mail resume and cover letter to sa@carper.senate.gov No phone calls please.**

**012201**

**DEPUTY PRESS SECRETARY** - Southeastern Republican Senator is seeking a Deputy Press Secretary. Candidates should have excellent written and verbal communication skills, be highly organized and have experience with talking to reporters and bookers. The ability to multitask on a deadline is important as daily duties will include writing press releases, scheduling interviews and answering press inquiries. Emphasis will be placed on writing skills, and Hill press experience is strongly preferred. Position will likely include occasional travel to state to coordinate media events. Candidates should also have a positive outlook, cheerful disposition and ability to work well in a team environment. This is a great opportunity for current Hill staffers ready to take the next step in the political communications world. **Please send cover letter, resume and writing sample to deputypressopening@gmail.com.**

**012202**

**STAFF ASSISTANT** - Democratic Senator seeks a personable, dependable and professional Staff Assistant for a front office/mailroom position. Applicants must be able to work well in a team environment, have exceptional interpersonal skills, and have excellent oral and written communication skills. Responsibilities include greeting visitors, answering multi-line phones, responding to constituent requests for various tours, supervising interns, sorting incoming mail and data-entry. A Montana connection is preferred. **Please e-mail cover letter and resume to senate\_employment@saa.senate.gov indicating job referral number in the subject line.**

**012203**

**COMMUNICATIONS DIRECTOR** - Senior Democratic Senator seeks experienced professional to design, implement and manage a national communications strategy. Person will be required to handle a large volume of work and provide counsel to the Senator and staff regarding all aspects of communications. Ideal candidate should possess extensive media contacts and have experience working with national press. Speaking on and off the record will be a daily responsibility for this person. **Interested parties should send cover letter and resume to DemCommDirector@gmail.com.**

- 012204**      **SPEECHWRITER/PRESS SECRETARY** - Senior Democratic Senator is seeking a Speechwriter/Press Secretary for an active press office. The ideal candidate will be an exceptional writer accustomed to meeting tight deadlines in a fast-paced environment. Candidates should have a minimum of two years Capitol Hill, campaign, media, or speechwriting experience. Salary will be commensurate with experience. **Please submit cover letter to [press\\_secretary202@yahoo.com](mailto:press_secretary202@yahoo.com) along with resume and one writing sample. Equal opportunity employer.**
- 011501**      **LEGISLATIVE CORRESPONDENT** – Southeastern Republican Senator seeks Legislative Correspondent to answer constituent mail and periodically meet with constituents regarding legislative interests. Legislative issues include, but are not limited to health care. Ideal candidates will possess excellent writing and communication skills. Legislative Correspondents are required to maintain a tight deadline while often handling multiple tasks. Previous Capitol Hill experience preferred. This office is an equal opportunity employer. **Please fax cover letter, resume and short writing sample to 202-228-3573.**
- 011502**      **SYSTEMS ADMINISTRATOR** - Northeast Independent Senator seeks a Systems Administrator to oversee computer systems in D.C. and State offices. Major responsibilities include determining hardware, software and system functional specifications to meet the IT needs of the office, and maintaining and troubleshooting hardware and software problems related to the computer network, desktop units, and other office equipment. Ability to troubleshoot (network, hardware, and software), plus knowledge of Microsoft Office 2007, Windows XP, Windows Vista, Windows server 2003, and SharePoint 2007 server software strongly recommended. Qualified candidates should be well-organized, able to balance multiple-tasks, maintain composure under pressure, dependable and flexible. Applicants must also demonstrate a strong aptitude for training staff on computer applications, and have strong oral and written communication skills. Experience with Microsoft SharePoint 2007 and Capitol Correspond is preferred. Salary is commensurate with experience. **Interested applicants should email their resume and cover letter, with the subject “Systems Administrator,” to [AdministrativeDirector@Lieberman.senate.gov](mailto:AdministrativeDirector@Lieberman.senate.gov) or fax their information to 202-228-8261. No phone calls or walk-ins please.**
- 011503**      **COMMUNICATIONS DIRECTOR** – Senate Committee Chairman is looking for an experienced Communications Director to oversee all press and outreach operations. The successful candidate will have several years of media experience, including as an on-the-record spokesperson. Hill experience strongly preferred. Strong writing and organizational skills a must. Pro-active nature and keen attention to detail required. The Communications Director will be responsible for media planning; writing releases, op-eds, talking points, and statements; overseeing press assistant and website content; and serving as point person for business groups and associations. Experience as a reporter or producer a plus. **Email resumes and writing samples to [staff.position@verizon.net](mailto:staff.position@verizon.net) All inquiries will be kept strictly confidential.**
- 011504**      **INTERNS** - The Democratic Staff of the Committee on Small Business and Entrepreneurship is seeking spring interns to work from January through May 2008 (dates somewhat flexible). Interns will be expected to provide administrative support, assistance in researching legislative and regulatory issues, as well as other general help with tasks necessary to run the Committee. College students with junior or higher standing and law school students are encouraged to apply. Applicants should have strong interpersonal skills, an exemplary academic record, and a demonstrated interest in American politics. The internship requires at least a two-day per week commitment. **If you are interested in experiencing what goes on behind the scenes on**

**Capitol Hill, please e-mail your cover letter, resume, and brief writing sample (3-5 pages) to SmallBiz.Intern@gmail.com.**

- 011505**     **BUDGET LA** - Senior Northeast Democrat is seeking a Legislative Assistant with prior Senate or Hill experience to be responsible for a portfolio of issues including: budget, tax, small business, trade, economy, insurance, Social Security and pensions/retirement security. This individual will monitor legislation and the federal budget processes, prepare briefing materials and draft amendments and legislative initiatives. This office is an equal opportunity employer. **Interested candidates should submit resume and cover letter to BudgetLegAsst@aol.com or fax to 202-224-4477.**
- 011506**     **SCHEDULER**- Northeastern Democratic Senator seeks highly-motivated, supremely-organized individual to serve as Senator's DC Scheduler. This individual will maintain the Senator's daily and long-term schedules as well as act as a liaison for the Senator with both staff and constituents. Primary responsibilities will include: receiving, evaluating and organizing all incoming meeting and event requests; greeting the Senator's meeting attendees throughout the day; communicating key information regarding the Senator's and the Senate's schedule to staff; ensuring proper advance work is done for Senator's travel, appearances and meetings; working with the Senator's in-state Scheduler; and other duties as assigned by the Senator and the Chief of Staff. The ideal candidate will be energetic, resourceful, discreet and able to effectively multi-task in a fast-paced environment. Qualified applicants will have at least 3-5 years of Scheduling and/or Executive Assistant experience, preferably on Capitol Hill. **Interested parties should e-mail a cover letter, resume, references and salary requirements to SenateDemScheduler@gmail.com. This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or sexual orientation.**
- 011507**     **STAFF ASSISTANT** – Senator Durbin's Judiciary Subcommittee on Human Rights and the Law seeks applications for a Staff Assistant position. Duties include assisting with committee hearings, handling administrative and research projects related to human rights and other Judiciary Committee matters, and responding to informational inquiries. Excellent organizational, interpersonal, writing, and research, skills are required. This office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, gender, sexual orientation, gender identity, ethnicity, national origin, or disability. **Please email cover letter and resume to senate\_employment@saa.senate.gov indicating job referral number in the subject line.**
- 011508**     **PRESS INTERNSHIP** - Senator Debbie Stabenow has an immediate press intern opening for the winter/spring semester. This is an unpaid internship, but it has great rewards, particularly for journalism and public relations students and graduates. The press intern would assist the communications office with daily press needs. Regular duties include compiling a daily file of news clips, assisting with the updating and expansion of media lists, and helping to arrange and facilitate press conferences. A working knowledge of some basic software – such as Word and Excel – is required. Applicants should be self-motivated and highly organized. Interest in Democratic politics, good writing skills and good phone communication skills are essential. Knowledge of Michigan and familiarity with digital photography is a plus. **Please fax resumes to 202-228-4374. No phone calls please.**
- 011509**     **TEMPORARY TOUR GUIDES** - The United States Capitol Guide Service is seeking individuals to assist visitors both in and around the Capitol. Responsibilities include, but are not limited to: giving tours and interpreting museum rooms indoors, as well as giving information and controlling building admittance outdoors. Qualified applicants must be able to deal effectively with the public and have excellent oral communication skills. Candidates should have a working knowledge of American history and government. An interest in art and political

science is preferred. These are temporary Spring and Summer positions. **Please fax resume and cover letter indicating job referral number to (202) 228-3830.**

- 011510**      **SYSTEMS ADMINISTRATOR** – The Chairman of the Senate Judiciary Committee is seeking a Systems Administrator with information systems experience to oversee all aspects of the Democratic committee offices' computer operations. Major responsibilities include system administration; network maintenance; ability to troubleshoot network problems, as well as hardware and software problems. Knowledge of Office Forest AD Architecture, Microsoft Office 2007, Windows server 2003, Windows XP, and Windows Vista is strongly recommended. Applicants must be able to work cooperatively and courteously with others, be well organized, flexible, dependable, and able to maintain composure under pressure. Three years or more of computer and network related experience required. **Qualified applicants should e-mail their cover letters and resumes to senate\_employment@saa.senate.gov indicating job referral number in the subject line or fax to (202) 224-9516. No phone calls or walk-ins, please.**
- 010801**      **ASSISTANT SCHEDULER** - Midwestern Democratic Senator seeks an individual to serve as the Assistant Scheduler. This person would be responsible for working with the Director of Scheduling and responding to all incoming invitations, researching travel arrangements and helping to schedule D.C. appointments. In addition, this person would be responsible for assisting with Senator's personal correspondence, maintaining scheduling files and other administrative tasks. This person must be flexible, detail-oriented, able to juggle multiple tasks, and have strong interpersonal and organizational skills. Administrative and Hill experience preferred. **Please fax application materials to 202-228-0655 or email to senate\_employment@saa.senate.gov indicating job referral number in the subject line.**
- 010804**      **STAFF ASSISTANT** - Senate Committee seeks highly-organized and professional Staff Assistant for Republican staff. Responsibilities include, but are not limited to: assisting with committee hearings, administrative and research projects related to energy and natural resource issues, coordinating meetings and handling informational inquiries and questions for professional staff members. Candidate should be detail-oriented with excellent computer (Microsoft Excel and Word), communication, and proofreading skills. Ability to handle multiple projects and polished phone skills essential. Candidates with Hill experience preferred. **Please email resume to Kara\_Gleason@energy.senate.gov.**
- 122503**      **SPRING INTERNS** – Busy Republican HELP Committee office seeks multiple interns for the spring semester. Interns serve as assistants to the Committee staff, and engage in a range of activities, including: attending hearings and briefings, reporting to staff on topics discussed during hearings and briefings, conducting legislative and policy research, copying, filing, and delivering documents, answering phones and addressing callers' concerns and questions. Successful candidates will be hard-working and mature with strong writing skills. Unique opportunities exist in the areas of education, press, and investigation. **Please e-mail resume, cover letter and availability to helpcmteinternship@gmail.com.**
- 122506**      **UNPAID SPRING INTERNSHIP** - Secretary of the Senate seeks qualified college student or recent graduate for an unpaid Spring internship. Responsibilities include data entry and data management, responding to public inquiries, and other general administrative duties. Successful candidate will have a strong interest in public service, be an enthusiastic self-starter with a keen eye for detail, and be available to work full-time from mid-January through mid-May 2008. Ideal candidate will be a quick study and a strong team player with well-developed communication skills. While the internship is unpaid, it may be eligible for college course credit. **Please email cover letter, resume and references to resumes@sec.senate.gov with "Internship" in the subject line.**

- 122507**      **INTERNS** - Northeast Independent Senator's office seeks college students, recent college graduates, and graduate students for unpaid Winter internships, beginning the second week of January and continuing through the middle of May. This is an excellent opportunity for motivated, self-starters who are interested in gaining Hill experience. Interns will be asked to handle a wide variety of administrative tasks, assisting legislative staff on projects, attending hearings, and drafting constituent correspondence. Selection preference will be shown to those applicants who express the greatest work schedule availability. **Please fax resume, cover letter, 500-word writing sample, two letters of recommendation from school or previous work experience, and a copy of your transcript to Bryon Manna at 202-224-9750. For additional information regarding this internship, please visit <http://lieberman.senate.gov>.**
- 121801**      **SPRING INTERNS** – Western Democratic Senator seeks personable, dependable and professional interns. Responsibilities include but are not limited to press, legislative, and general administrative duties. We also encourage interns to attend committee hearings and briefings. This internship is ideal for motivated, self starting, and quick learning individuals. The ability to work well and communicate efficiently in a team environment is essential. **Interested candidates should fax a cover letter, resume, and three letters of recommendation to the attention of the Internship Coordinator at 202-228-2382.**
- 121803**      **EXECUTIVE ASSISTANT** - A moderate Midwestern Senate Democratic office is seeking candidates for an Executive Assistant position. The position requires someone who is responsible and can adjust quickly on their feet to various situations. Main responsibilities would include staffing the Senator at various events, handling personal correspondence and tasks, maintaining the Senator's various files and databases, and other tasks as assigned. This is a great opportunity for someone who likes to get out of the office and be in the middle of the action. This position does require driving and staffing the Senator at various events and meetings outside of Capitol Hill. Hill experience is a plus, but not required. **Interested candidates should send a copy of their resume and references to [DemAssistant@gmail.com](mailto:DemAssistant@gmail.com). This position is to be filled immediately.**
- 121804**      **PRESS INTERN** - Democratic Senator seeking enthusiastic, professional college student or recent college grad with interest in politics and media for spring internship opportunity. Duties will include, but are not limited to the following: arriving early to compile press clips, writing press advisories and supporting the daily running of the press office. This is a fantastic opportunity for individuals who are interested in pursuing careers in press or media. **Please email a cover letter, resume and writing sample to [internapplication@kerry.senate.gov](mailto:internapplication@kerry.senate.gov).**
- 121805**      **LEGISLATIVE INTERN** - Democratic Senator seeking enthusiastic, professional college student or recent college grad with interest in politics for spring internship opportunity. Duties will include, but are not limited to the following: conducting research, drafting memos, attending briefings/hearings, data management, and corresponding with constituents. A strong applicant will have solid written and oral communication skills and the ability to work diligently and upon instruction in a fast-paced work environment. This is a fantastic opportunity for individuals who are interested in pursuing careers related to public policy on or off Capitol Hill. **Please email your cover letter, resume, and writing sample to [internapplication@kerry.senate.gov](mailto:internapplication@kerry.senate.gov).**
- 121806**      **STAFF ASSISTANT** - The Democratic staff of the Senate Environment and Public Works Committee seeks a self-motivated and organized Staff Assistant for a front office position. This position requires excellent writing, computer and organizational skills. The ability to multi-task in a fast paced environment and possess people skills is a must. The ideal candidate will assist staff with research, staff the front desk, assist constituents, sort and deliver mail as well as other clerical and administrative duties. **Please email cover letter and resume indicating the job referral number in the subject line to: [senate\\_employment@saa.senate.gov](mailto:senate_employment@saa.senate.gov).**

- 121807**     **STAFF ASSISTANT/JUNIOR LA.** - Democratic Committee Staff seeks a highly intelligent, personable, motivated individual for Staff Assistant job with some legislative responsibilities and possible opportunities to work on legislation. Duties include research and legislative tasks, constituent correspondence, and various administrative tasks. Must be able to work well under pressure and possess strong oral and written communication skills. Knowledge of or interest in housing issues necessary; Hill experience a plus. **Please e-mail resume and cover letter to DemLASenate@yahoo.com or send via fax to 202-224-5137.**
- 121808**     **LEGISLATIVE ASSISTANT** - Midwestern Democratic Senator seeks a Legislative Assistant to work on education and health issues, including primary responsibility for Medicare, FDA and family/children welfare issues. This LA is responsible for monitoring pending legislation, drafting amendments and bills, meeting with constituents and lobbyists, preparing briefing material for the Senator for floor presentation, speeches and state events. Strong writing and analytical skills essential. Applicants should be highly motivated with the ability to thrive in a fast-paced environment. Hill experience a plus. Five years experience preferred. **Please email cover letter, resume and references to the Senate Placement Office at senate\_employment@saa.senate.gov.**
- 121107**     **STAFF ASSISTANT** - Senior Republican Senator is interviewing for a Staff Assistant/Receptionist. This is an entry-level position on Capitol Hill with advancement potential. The Staff Assistant/Receptionist will be responsible for fielding calls from constituents and others on a variety of issues, greeting visitors and guests, providing tours of the Capitol, maintaining the front office, monitoring delivery and pick-up of materials, and assisting people who have appointments with the Senator or other staff members. Applicants should be intelligent, resourceful, mature, committed and dependable. They also should be able to write well and work in a fast-paced, and often high-stress environment. Qualifications: Bachelors degree or higher, excellent writing and proof reading skills, computer-literate. **E-mail cover letter and resume to senate\_employment@saa.senate.gov indicating job referral number in the subject line.**
- 121108**     **LEGISLATIVE CORRESPONDENT** - Senior Western Republican Senator is looking for a Legislative Correspondent to assist with responding to constituent inquiries. The ideal candidate will be mature, personable, dependable and have a strong work ethic. The candidate also must possess excellent oral and written communication skills, superior research skills, and be able to work in a fast-paced, and often high-stress environment. Qualifications: Bachelors degree or higher, excellent writing and proofreading skills, computer-literate. **E-mail cover letter and resume to senate\_employment@saa.senate.gov indicating job referral number in the subject line.**
- 121110**     **UNPAID INTERNSHIP** - Republican staff on Congressional investigative subcommittee seeks college students, recent college graduates and graduate students for unpaid internships. Interns will be asked to perform substantive research and to assist subcommittee counsels in various investigative projects. In addition, interns will be responsible for providing administrative support for the office, including answering phones, compiling daily press clips, and running errands. This is an excellent opportunity for those looking to gain Hill experience. We will try to help you work around your class schedule, although 20 hours a week is required. **Please e-mail cover letter and resume to senate\_employment@saa.senate.gov indicating job referral number in the subject line.**

121114

**POLICY ANALYST FOR ECONOMIC ISSUES** - The Democratic Staff of the Joint Economic Committee of the U.S. Congress seeks a Policy Analyst with experience analyzing a broad range of economic issues. A successful candidate will have a serious interest in public policy research and strong communication skills. The position requires working closely with staff economists on research projects, reports, and preparation for hearings. A Bachelor's degree in Economics, Public Policy or a related field, and 2-3 years work experience, is required. Capitol Hill experience is also a plus. The Joint Economic Committee's primary task is to review economic conditions and make recommendations to Congress to achieve full employment and maximum levels of sustainable growth. For more information on the work of the Democratic staff of the Committee, please visit our website at <http://jec.senate.gov>. **If interested, please submit a resume and two short writing samples to [jobs@jec.senate.gov](mailto:jobs@jec.senate.gov) or to: Democratic Staffing Coordinator, Joint Economic Committee, G-01 Dirksen Senate Office Building, Washington, DC 20510.**

120401

**SPEECHWRITER** - Senior Democratic Senator is seeking an experienced and innovative Speechwriter to join our press office. Person will be responsible for writing all speeches and coordinating speech preparation. Successful candidates will have excellent speech writing ability, good political instincts, and solid experience. Additionally, applicants should possess strong writing and analytical skills, an ability to conduct research independently, and work with staff to develop quality written products in a fast-paced environment. **Please submit cover letter, resume, and one writing sample to [DemSpeechwriter@gmail.com](mailto:DemSpeechwriter@gmail.com).**

120402

**LAW CLERKS** - Senior Democratic Senator is seeking candidates for unpaid, full- or part-time, Law Clerks in Senate Judiciary Subcommittee office. The Judiciary staff advises the Senator on pending and proposed legislation on topics related to terrorism, criminal law, civil rights, intellectual property, and immigration issues, as well as judicial nominations. Law clerks serve as assistants to the staff and engage in a range of activities, including, but not limited to, attending hearings, legal research, and helping to draft briefing memos to the Senator. Some general office support will also be required. Qualified candidates should be law students or recent law school graduates interested in government and public service, learning about the legislative process, have excellent writing and researching skills and be able to work independently as well as part of a team. Please submit resume, cover letter, including days and times available to work, and a brief legal writing sample for consideration. **Please e-mail resumes to [senate\\_employment@saa.senate.gov](mailto:senate_employment@saa.senate.gov) indicating job referral number in the subject line.**

120404

**HEALTH CARE BUDGET ANALYST**- Chairman of Senate Committee seeks Budget Analyst to assist in handling a variety of issues related to health care and Medicare. Applicants should be highly motivated and must possess strong quantitative and analytic skills, the ability to meet tight deadlines, excellent written and oral communications skill and initiative. A background in health care/Medicare policy issues is ideal. Congressional experience also a plus. **Please e-mail resumes to [senate\\_employment@saa.senate.gov](mailto:senate_employment@saa.senate.gov) indicating job referral number in the subject line.**

120405

**LEGISLATIVE CORRESPONDENT** – Senior Democratic Senator seeks a Legislative Correspondent to handle a host of issues including, but not limited to, health care, budget, women's issues, technology and Social Security. Individual will be responsible for drafting all constituent correspondence in their assigned issue areas and providing direct policy support to the Legislative Assistants handling those issues. The ideal candidate will have excellent oral and written communication skills, superior researching skills, and the ability to manage multiple tasks under tight deadlines. Being a team player is a must. Hill experience preferred, but not required. Northwest ties a plus. **Interested applicants should e-mail a resume, cover letter and two short writing samples, with the subject "Health Care LC," to [Senatelcjob@gmail.com](mailto:Senatelcjob@gmail.com). Please no phone calls or walk-ins. This office is an equal opportunity employer.**



- 120408**      **PRESS INTERN** - The Democratic Staff of the Senate Finance Committee is currently seeking a Press Intern for Spring Semester. The Press Intern assists members of the Press Staff with a variety of tasks including monitoring press coverage of Chairman Baucus and topics under Finance Committee jurisdiction, drafting press releases and other press materials, attending Committee hearings, organizing press conferences and other press events, researching various topics and media outlets, and completing administrative tasks. The internship is unpaid, but depending on individual school requirements, may be completed for college credit. **Those interested should send a resume, cover letter, writing sample (1-2 pages), and references to finance.majority@yahoo.com..**
- 120409**      **INTERNS** - The Democratic Staff of the Senate Finance Committee is seeking Interns for Spring Semester. Positions are available in health, tax, economic development and trade areas. Interns conduct in-depth research, attend meetings and briefings on and off the Hill, and provide critical support to Senate Staff as they make legislative recommendations to Senator Baucus and other Senators on the Finance Committee. The Committee's internships for undergrads are unpaid, but depending on individual school requirements, may be completed for college credit. Graduate Students receive a stipend. **Those interested should send a resume, cover letter, writing sample (1-2 pages), and references to finance.majority@yahoo.com.**
- 112005**      **PRESS SECRETARY** – Midwestern Democratic Senator is seeking a proactive Press Secretary to handle media relations. Candidates must be fast workers with exceptional writing skills who excel in a deadline-driven environment. Experience handling multiple issues and on-the-record interviews is a plus. Candidates should have at least 3 to 5 years of Capitol Hill experience. **All inquires should be sent to: employment\_bulletin@kohl.senate.gov, please include a resume, cover letter and a 2-page writing sample.**
- 112007**      **COUNSEL** - Senior Democratic Senator is looking for a proactive, knowledgeable Counsel to work on Judiciary Subcommittee staff. Responsibilities to include developing, monitoring and managing legislation, preparing for hearings, and advising in matters related to Homeland Security. Candidates must possess no less than two years of related policy experience, excellent research and writing skills, and strong analytical and communication skills. Must also be a team player, able to work well under pressure and with quick deadlines. Hill experience preferred; Senate/Committee experience a plus. **Please e-mail resumes to senate\_employment@saa.senate.gov indicating job referral number in the subject line.**
- 112008**      **FOREIGN TRAVEL AND PROTOCOL COORDINATOR** - Senate Foreign Relations Committee seeks highly organized and professional individual to coordinate official overseas travel for Senators and staff and to arrange all aspects of diplomatic receptions for the committee. Individual will assist with the administration of foreign travel, including passport and visa applications, liaison with our embassies, arrangements for government transportation when appropriate, and adherence to financial reporting requirements. Individual will also arrange all aspects of receptions with visiting foreign dignitaries by planning all administrative, financial, and protocol details of the visit; works with Capitol Police, Diplomatic Security, various State Department offices, and foreign embassies. Minimum qualifications: Bachelor's Degree and five to eight years experience in travel or meeting/event planning; or an equivalent combination of education and experience; knowledge of Ethics Committee Foreign Travel Guidelines; ability to communicate effectively both orally and in writing; ability to interact with high-level government officials and visiting dignitaries; ability to coordinate itineraries, ability to obtain applicable security clearances. The position requires the ability to maintain confidentiality and exercise discretion. This is a nonpartisan position. **E-mail cover letter and resume to senate\_employment@saa.senate.gov indicating job referral number in the subject line. No phone inquiries please.**

111305

**CONSTITUENT VISITOR ASSISTANT (PAID/PART TIME)** - Temporary position(s) available to assist Republican Senate office leading spring tours of the United States Capitol. Ideal candidates will be enthusiastic, energetic, possess a positive attitude and have the capability to work with large groups in a high-paced environment. Previous experience leading tours of historic buildings is a plus but not required. Training will be provided. Qualified candidates must commit to working February 25, 2008 through May 23, 2008, including Spring break. **Interested candidates, please fax resume and cover letter along with hours of availability during the spring to Administrative Manager at 202-228-3573.**

111306

**PRESS SECRETARY** - Progressive, senior Northeast Democratic Senator seeks experienced, aggressive, disciplined, media-savvy professional to help run a prominent, fast-paced communications office. Working in conjunction with the Communications Director, responsibilities include managing day-to-day operations, serving as a primary spokesperson for the Senator, coordinating press conferences and message events, overseeing interview requests and briefings, writing press releases and helping to develop long-term strategies in tandem with Chief of Staff, Deputy Chief of Staff, Legislative Director, and State Director. Ideal candidate will have four or more years of experience in a Senate, House, campaign or executive branch communications job, talking on-the-record with reporters and working in a high-pressure environment. Strong writing and people skills, a team oriented philosophy, and transferable relationships with the national political press and ample initiative a must. **Salary based on experience, no phone calls or drop-ins. E-mail resumes to pressjobs@gmail.com.**

111307

**COMMUNICATIONS DIRECTOR** - Progressive, senior Northeast Democratic Senator is looking for a Communications Director for the Washington, DC office. The ideal candidate will be a disciplined communications veteran with at least five years in public relations. Experience on Capitol Hill and in campaigns is a major asset. The Communications Director must be a creative and strategic thinker with strong writing and planning skills. Although the position is based in Washington, DC, occasional travel to the state office will be required. The primary responsibilities will be to manage a four person press staff and develop and execute an effective communications strategy. This will include responsibility for overseeing all press communications, the office internet site, and speechwriting, and working on message strategy in tandem with Chief of Staff, Deputy Chief of Staff, Legislative Director, and State Director. **Salary based on experience, no phone calls or drop-ins. E-mail resumes to pressjobs@gmail.com.**

111309

**EXECUTIVE ASSISTANT** - Democratic Senator seeking proactive, resourceful, detail oriented person to fill an Executive Assistant position. The EA works closely with the scheduling, legislative, press and state staff members. EA is responsible for keeping staff updated on the Senator's whereabouts throughout the day and passing on (and tracking progress of) requests from the Senator to staff. EA will maintain the Senator's personal correspondence, call log, and frequently rearrange the daily schedule as last minute changes occur. EA will coordinate and execute special events and projects for the Senator. EA works with the Senator to prepare annual financial disclosure and other necessary Senate filings. Ideal candidate will have minimum of 2-3 years experience as an EA or scheduler, preferably on Capitol Hill. Candidate must also have excellent writing skills, discretion, and the ability to think and react quickly to challenging situations. **Please send resumes to senatedemea@gmail.com.**

- 111312**      **INTERNS** – The Ranking Member of the Subcommittee on Oversight of Government Management, the Federal Workforce, and the District of Columbia, of the Committee on Homeland Security and Governmental Affairs, has an opening for an unpaid internship. This position will entail administrative and reception duties, and will offer an opportunity to conduct substantive research and learn the committee process. Intern responsibilities will also include attending hearings, briefings, and observing Senate proceedings. Applicants must be reliable and have the ability to multi-task in a fast-paced environment. Candidates must have proficient writing and research skills, strong interpersonal skills and thrive in a team environment. **Please fax resume, cover letter and letter of recommendation to (202) 224-2271, Attention: Intern Coordinator or e-mail to senate\_employment@saa.senate.gov indicating job referral number in the subject line.**
- 111313**      **SPRING INTERNS** –Midwestern, moderate Democratic Senator seeks organized, enthusiastic Legislative and Press Interns for spring semester, Stipend and/or credit is available. Midwestern ties are a plus. **Send cover letter, resume and references to pressofficeintern@gmail.com (for press internships) or intern\_coordinator@johnson.senate.gov.**
- 111315**      **PROFESSIONAL STAFF MEMBER** - Minority staff of the Senate Veterans' Affairs Committee seeks a Professional Staff Member for veterans health issues. In addition to conducting research and preparing briefings, this position will also be responsible for developing and advocating legislative proposals related to veterans health issues. Strong research, writing and interpersonal skills a must. Candidates with military service or have experience as a health professional in the VA system strongly preferred. This is an equal-opportunity employment office. **Please fax cover letter and resume to the attention of Legislative Director at 202-228-3573.**
- 111318**      **SPRING INTERNSHIP OPPORTUNITY** – Senior Democratic Senator and Committee Chairman seeks applications for a full-time internship position in the Washington, DC personal office. Duties will include, but are not limited to the following: conducting research, drafting memos, attending briefings/hearings, data management, touring constituents, assisting with mailing projects, and corresponding with constituents via telephone, mail and facsimile. A strong applicant will have solid written and oral communication skills, a high propensity for academic achievement, and the ability to work diligently and upon instruction in a fast-paced work environment. Applicants should be available for a minimum of 10 weeks beginning in early January 2008 and preference will be given to those able to devote a substantial amount of hours during the 5-day work week. Those in externship programs are especially encouraged to apply. This is an unpaid internship, but it is a fantastic opportunity for individuals who are interested in pursuing careers related to public policy on or off Capitol Hill. **Please email your cover letter, resume, and brief writing sample to spring08.internsearch@gmail.com.**
- 110601**      **STAFF ASSISTANT /HEARING CLERK** – Senate Committee seeks non-partisan individual to support Committee staff by assisting in the front office and preparing for hearings. Individual should possess advanced written and verbal communication skills with the ability to multi-task. This assistant will maintain official Committee hearing files and coordinate the advance preparation and set-up for all Committee hearings and business meetings. Prior Hill experience preferred, strong people skills, poise, patience and a sense of humor a plus. Salary commensurate with experience. This office is an equal opportunity employer which does not discriminate on basis of race, color, religion, sexual orientation, national origin, age, or disability. **Please send resume and cover letter to: HearingClerk.Assistant@gmail.com.**

- 110604**      **COMMUNICATIONS DIRECTOR** – Senior Northeast Democratic Senator seeks a communications professional to run fast-paced communications office. Responsibilities include long-term media and message planning, managing press office, writing speeches, delivering consistent media coverage, building high quality press events, and regularly advising and staffing the Senator. Candidates must be fast workers with exceptional writing skills who are comfortable driving an aggressive agenda and working in a high-pressure, deadline-driven environment. Minimum 5 years experience in communications required – Hill or campaign experience a plus. The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or sexual orientation. **Please e-mail resume and cover letter to senate\_employment@saa.senate.gov indicating job referral number in the subject line.**
- 110605**      **PRESS INTERN** - Midwest Republican Senator seeking college student or recent college grad for unpaid internship for spring semester. Work would include compiling press clips, writing press releases, and supporting the daily running of the press office. **Please fax resume, cover letter, and writing sample to 202-228-3038 to the attention of Intern Coordinator.**
- 110608**      **INTERNS** - Senator Frank Lautenberg (D-NJ) is seeking unpaid Spring Interns in his Washington office. Interns will be paired with legislative staff based on their interests and experience and will be conducting research, writing letters, and supporting the legislative staff. Additional administrative support work will also be required. Internships with Senator Lautenberg are unpaid. If your institution allows or requires college credit, that can be arranged. Our office is interested in Interns with all majors and backgrounds. Preference is given to applicants from New Jersey. To apply for an internship please submit a resume, a writing sample (3-5 pages), cover letter, and contact information for three references. The writing sample should demonstrate your writing skills and political knowledge. **Email materials to dan\_mccarthy@lautenberg.senate.gov or fax materials to: (202) 228-1539, attention: Internship Coordinator.**
- 110610**      **WRITER/EDITOR** - Democratic Senator seeks experienced Writer and Editor to draft speeches; edit mail and correspondence; assist with news releases and op-eds. Successful applicant will work closely with legislative and communications staff, as well as the Senator. This is a demanding position in a fast-paced office. Salary commensurate with experience. **Please e-mail resume and cover letter to senate\_employment@saa.senate.gov indicating job referral number in the subject line.**
- 110612**      **INTERNSHIP** - Senator Debbie Stabenow is seeking full and part-time legislative interns for the winter/spring semester. Interns are responsible for a multitude of different tasks and contribute largely to the workplace as a whole. Interns will be required to assist with constituent calls, web-based research, letter drafting, and basic office operations (e.g. faxing, filing, copying, data-entry or mailings). Interns will also have the opportunity to work with the Senator's legislative staff on upcoming issues, as well as attend Senate hearings. Applicants should have strong written and verbal skills, and be able to multi-task in a fast-paced environment. Midwestern ties a plus, but not necessary. Internships are unpaid; however they provide an excellent way to gain Capitol Hill experience. **Please fax resume and cover letter to 202-228-0325. No phone calls please.**
- 103002**      **PRESS INTERN**- Midwestern Democratic Senator seeks unpaid Press Intern for the spring semester. The Press Intern will work closely with the press office and assist in compiling daily clips, maintaining press lists, assisting in website revamp, attending legislative hearings, transcribing remarks, some writing projects, and various administrative duties. This position requires a minimum time commitment of 20 hours per week. **Please send a brief cover letter, resume, references, and two writing samples to senatepressintern@gmail.com.**

- 103008**      **SPRING INTERNS** - Senator Blanche Lincoln is seeking unpaid interns for the spring semester in her Washington, D.C. office. Intern responsibilities include but are not limited to: researching legislative issues, attending hearings, preparing follow-up memos, assisting with constituent services, conducting tours of the Capitol, and other administrative duties. Full and part-time internships are available. Spring semester class schedules will be taken into account. Our office is interested in interns with all majors and backgrounds. Preference is given to applicants with ties to Arkansas. **Interested applicants should fill out application at [http://www.lincoln.senate.gov/services\\_internships.htm](http://www.lincoln.senate.gov/services_internships.htm).**
- 103009**      **PRESS INTERN** – Office of Senator Charles E. Schumer offers 2008 Winter/Spring Press Internships in their Washington, DC office. Part-Time interns will also be considered but candidates with full-time availability will be given preference. The hours will be long but the experience is priceless. Start date: Late December or Early January through April/May. Duties include compiling press clips, organizing press conferences, conducting research studies and assisting the Communications Director with day to day tasks. Candidates do not need to be from the Northeast, but an understanding of the region's geography and issues is a plus. Background in politics and press not required but candidates must have general understanding of governmental process and interest in communications. Each day is different, so flexibility and willingness to learn combined with dedication is crucial. The position is unpaid. **If interested, please fax a Cover letter, Resume, Writing Sample and References to (202) 228-1218.**
- 102303**      **COMMUNICATIONS DIRECTOR** - The office of US Senator Debbie Stabenow seeks experienced communications professional to head communications office. Responsibilities include managing the press office; advising and staffing the Senator; planning; writing speeches, columns, statements and other materials; and building and maintaining relationships with members of the media and editorial boards. Candidates must have exceptional writing skills, work well as part of a team, and be comfortable working in a deadline driven environment. Hill or campaign experience is preferred. Knowledge of Michigan is a plus. **Qualified candidates should fax their resume and cover letter to 202-228-0325, Attention: Mary Topolinski or email them to [mary\\_topolinski@stabenow.senate.gov](mailto:mary_topolinski@stabenow.senate.gov). No phone calls please.**
- 102305**      **INTERN** – Midwestern Republican Senator seeks full and part time interns for the spring semester, although shorter or longer appointments will be considered. Responsibilities will include providing administrative support to staff, as well as some legislative research. In addition, interns will have the opportunity to attend hearings, and observe floor proceedings from the Gallery. This is an excellent opportunity to gain Hill experience. **Please contact Sam Arif or Julie Kim at (202) 224-6521 or by emailing your resume to [senate\\_employment@saa.senate.gov](mailto:senate_employment@saa.senate.gov) indicating the job referral number in the subject line.**
- 102307**      **COUNSEL** - Senate Committee (Majority) seeks Counsel. Responsibilities include legislative drafting and other critical legal and procedural matters. Applicants should be highly motivated team players, possess strong analytic and persuasive ability, be able to meet tight deadlines and demonstrate excellent written and oral communications skills. J.D. required: Hill experience strongly preferred. Knowledge of Senate procedure and experience with the budget process a plus. **Please e-mail cover letter and resume to [senate\\_employment@saa.senate.gov](mailto:senate_employment@saa.senate.gov) indicating job referral number in the subject line.**

- 101604** **CHIEF COUNSEL** – Democratic United States Senator seeks a Chief Counsel for Immigration Policy to work on the Senate Judiciary Committee’s Subcommittee on Immigration, Refugees, and Border Security. Responsibilities include drafting legislation, planning legislative strategy, building coalitions, preparing for hearings, and writing memos, speeches, and talking points. Interested applicants must have extensive experience in immigration law and a record of leadership and initiative. Ideal candidates must be excellent writers who are able to work under pressure in a fast-paced environment and possess strong legal, negotiation, and legislative skills. The office is an equal opportunity employer; which does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or sexual orientation. **For more information, please email your cover letter, resume, and references to [immigration@judiciary-dem.senate.gov](mailto:immigration@judiciary-dem.senate.gov) or fax them to 202-228-0464.**
- 101605** **MILITARY LEGISLATIVE ASSISTANT** – Southern Republican Senator is looking for a self-starter to handle defense, veterans, foreign policy, and homeland security issues – with primary emphasis on defense and veterans. Seeking applicants with excellent writing skills who can communicate quickly, clearly, and succinctly (both verbally and in written form). The candidate should be comfortable working in a team environment and have a working knowledge of the legislative process. Military background and/or Hill experience preferred. **Please email cover letter and resume to [senate\\_employment@saa.senate.gov](mailto:senate_employment@saa.senate.gov) indicating job referral number in the subject line.**
- 100901** **COMMUNICATIONS DIRECTOR** – Western Republican Senator seeks dynamic experienced communications professional to act as senior communications advisor. This individual will serve as the Senator’s spokesperson and will work closely with the Senator, Chief of Staff, and Legislative Director to develop a comprehensive, long-term communications plan; act as liaison with state and national media; write op-ed pieces, press releases, and direct mail pieces; tape, edit and coordinate television satellite feeds, and plan State press events. This position requires good organizational, writing and strategic planning skills, along with the ability to be flexible and take initiative. Ideal candidates will have at least five years experience in public relations, and Capitol Hill experience is strongly preferred. **Please email cover letter, resume, writing samples, and references to [senate\\_employment@saa.senate.gov](mailto:senate_employment@saa.senate.gov) indicating job referral number in the subject line.**
- 100907** **INTERNS** - Senator Bernie Sanders is seeking unpaid Interns. Interns’ duties include, but are not limited to, data-entry, research projects, constituent correspondence, and administrative tasks. Full and part-time internships are available. Vermonters and those with ties to the state are encouraged to apply, however we accept undergraduate students of all majors and backgrounds. **To apply for an internship, please fax a completed application (found at <http://sanders.senate.gov/services/students/intern.cfm>), resume, writing sample, and 2 letters of recommendation to (202) 228-0776, Attention: Kirstin Michel.**
- 100908** **PARALEGAL** - Ethics Committee seeks a legal assistant and records manager. Candidates with a 4-year degree and/or paralegal certificate and 1-3 years of commensurate experience should apply. Individual will manage and organize physical and electronic Committee records, conduct case file research and records retrieval for Committee counsels, prepare briefing books and process documents, and archive investigative records and case files. **For immediate consideration fax cover letter and resume indicating the job referral number to (202) 224-7416. No phone calls please.**

- 100203**      **PROFESSIONAL COMMITTEE STAFF** - Democratic Committee Chair seeks experienced legislative staffer to handle a broad issue portfolio, with a focus on economic development. Successful applicants will have excellent oral and written communication skills, an ability to analyze issues, sound political judgment, experience working in a fast-paced team-oriented environment, and a track record of independent legislative work. Candidates with at least three years of Hill experience or comparable legislative experience preferred. A background in economics or finance is also a plus. **Please send resume and cover letter to [staff.position@verizon.net](mailto:staff.position@verizon.net) with “Professional Committee Staff” in title. All inquiries with be treated with utmost confidentiality.**
- 100205**      **SYSTEMS ADMINISTRATOR** - Republican Senator is seeking a junior-level Systems Administrator to oversee computer systems in the D.C. and state offices. Responsibilities include maintaining file and print, e-mail and constituent/mail database servers; creating and updating user accounts, password and equipment inventory lists; and troubleshooting computer problems for staff. Additional duties could include mail processing, answering phones, Website maintenance, and other duties as assigned. Background in computer, server and network systems, a fine attention to detail, and the ability to multi-task in a busy environment a must. Ideal candidates will have 1-2 years related experience. **Please e-mail cover letter and resume to [senate\\_employment@saa.senate.gov](mailto:senate_employment@saa.senate.gov) indicating job referral number in the subject line.**
- 100206**      **TRANSPORTATION AND APPROPRIATIONS LEGISLATIVE ASSISTANT** - Senator Sanders, a member of the Committee on Environment and Public Works and the Subcommittee on Transportation and Infrastructure, seeks senior staff person to handle transportation and infrastructure issues, as well as appropriations work. Applicants should have a very strong command of current transportation and infrastructure policy, and a proven track record of accomplishing legislative goals. The candidate should also be able to demonstrate a working knowledge of the congressional appropriations process. Senate experience on transportation issues is required, and background working with or on the relevant committees is strongly preferred. The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or sexual orientation. **Please send resume and cover letter to [senatevt@gmail.com](mailto:senatevt@gmail.com). No phone calls please.**
- 100207**      **FINANCE/BUDGET/TAX LEGISLATIVE ASSISTANT** – Republican Senator is looking for a senior LA for personal office to cover finance, budget and tax issues. Applicants must have at least 3 years of policy experience. Graduate or law degree is required. This is a senior staff position and compensation will be commensurate with experience. Applicants must demonstrate